

Space Technology Applications and Requirements Support

STARS

BATTLE LAB

SAMPLE TASK 04

1. CONTRACTOR NAME AND ADDRESS:

STARS CONTRACTOR
TO BE COMPETED

2. CONTRACT NO. DASG62-01-D-XXXX

3. CLIN NO.: 0001-0011

4. TASK ORDER NO: ST - 04

5. PROGRAM MANAGER SIGNATURE

STARS Program Manager

6. TECHNICAL REPRESENTATIVE

LTC Command and Control
Battle Command Battle Laboratory
(719) 555-1234

7. APPLICABLE PARAGRAPHS OF THE STATEMENT OF OBJECTIVES

Paragraphs 1-4

***8. DESCRIPTION OF WORK TO BE PERFORMED** (separately identify by task(s))

Space Education, Training, and Leader Development

***9. GOVERNMENT ESTIMATED LEVEL OF EFFORT** (separately identify by task(s))

- Not Applicable for Sample Task

***10. DELIVERIES OR PERFORMANCE REQUIREMENTS:**

Period of performance is from date of contract award through 31 December 2004.

- See continuation pages.

11. THIS TASK ORDER IS ISSUED PURSUANT TO THE "TASK ORDER PROCEDURES" CLAUSE OF THE CONTRACT.

SIGNATURE OF CONTRACTING OFFICER

DATE

Carol Alkhafi
Contracting Officer

8. DESCRIPTION OF WORK TO BE PERFORMED

8.1 GENERAL INFORMATION / SCOPE. This Task Order supports the development and execution of new and innovative cost effective Army space training, education, and leadership development capabilities. Innovation will focus on better ways to cost effectively develop programs' of instruction, support materials, procedures, and maintenance oversight. For the purpose of this Task Order, future reference to these four areas will be referred to as "coursework". The four specific areas of space training, education, and leadership development that this Task Order will address are; 1) Command and General Staff College (CGSC) Space Coursework, 2) Future CGSC FA40 Coursework support, 3) Army War College Space Coursework, and 4) Senior Executive Level Space Coursework.

8.1.1 Current space coursework for the above four target audiences exists in various levels of quality. In each of these four coursework areas the contractor shall be required to; 1) review and evaluate the current design and execution of coursework, 2) design and develop a revised coursework plan, and 3) provide estimated resource requirements to execute the coursework. The subtasks listed below for each of these target audiences will provide boundaries for execution of the Task Order.

8.1.2 For the four target areas of space training, education, and leadership development, the contractor is encouraged to look at new methods of overall educational instruction from a cognitive perspective, as well as value-added information technology tools to optimize execution of the coursework.. Use of existing POIs as a baseline, is highly recommended. Likewise, leveraging of the vast "good idea" educational software in the Army, Joint, Government, and industry communities is highly encouraged. Technology areas of consideration shall include; 1) the use of innovative web concepts for both remote and non-remote classroom instruction, 2) web use for exams, course grading, and instructor interaction, 3) CD/DVD and video courseware, 4) video streaming tools, 5) gaming technologies, 6) virtual reality, 7) "DirectPC" like satellite instruction, and 8) access to SIPRNET web sites. For both new methods of instruction and technology tools, the contractor shall assume the instructors to be 0-4 and above level. Existing POIs and support materials will be provided, where available, by the government.

8.1.3 PROGRAM SUPPORT: The contractor shall provide support in the five subtask areas of; Subtask 1 – Program Management and Administrative Support, Subtask 2 – Space Education and Leadership Development, CGSC Space Coursework, Subtask 3- Space Education and Leadership Development, Future FA 40 CGSC Space Coursework Support, Subtask 4 - Space Education and Leadership Development, Army War College Space Coursework Support, and Subtask 5 - Space Education and Leadership Development, Senior Executive Level Space Coursework

8.2 SUBTASK 1: PROGRAM MANAGEMENT AND ADMINISTRATIVE SUPPORT

8.2.1 PROGRAM MANAGEMENT: The contractor shall manage this task order to ensure efficient, effective accomplishment of all tasks. The contractor shall develop a Task Order Plan (TOP) to accomplish the subtasks outlined in this task order. Meetings shall be held at frequencies commensurate with the complexity and status of each individual subtask. Deliverables under this subtask include all those listed under section 10 of Sample Task 1.

8.2.2 ADMINISTRATIVE SUPPORT: The contractor shall provide administrative support in areas such as word processing, scheduling, data base maintenance, document preparation, development of briefings, supporting meetings and conferences, and other related administrative and clerical activities in support of and for the duration of this task order.

8.3 SUBTASK 2 : SPACE TRAINING, EDUCATION, AND LEADERSHIP DEVELOPMENT

COMMAND AND GENERAL STAFF COLLEGE SPACE COURSEWORK: The contractor shall:

8.3.1 REVIEW AND EVALUATE THE CURRENT DESIGN AND EXECUTION OF COURSEWORK: Currently CGSC offers three space courses: 1) A one hour Space Operations course, 2) A537, Space Orientation (27 hours), and 3) A543, Space Operations (54 hours). For the purpose of this subtask assume the time allocation for these courses do not change, the classes are taught at CGSC, networked computers are available in the classroom with internet access, SIPRNET is available, TS/SCI facilities are available, students have computers at home with internet access, and there is a limited budget to improve technology support. For all three courses there exists well maintained POIs and support materials.

8.3.2 DESIGN AND DEVELOP A REVISED COURSEWORK PLAN: The Coursework Plan shall include a detailed laydown of the recommended programs' of instruction, support materials, procedures, and maintenance oversight. Section 8.1 technology considerations are encouraged, if feasible.

8.3.3 PROVIDE ESTIMATED RESOURCES REQUIRED TO EXECUTE COURSEWORK: The resource requirements shall include manpower requirements for course preparation, course instruction, technology support, procedures implementation, software licenses, and maintenance support.

8.4 SUBTASK 3: SPACE TRAINING, EDUCATION AND LEADERSHIP DEVELOPMENT

FUTURE FA40 CGSC SPACE COURSEWORK SUPPORT: The contractor shall:

8.4.1 REVIEW AND EVALUATE THE CURRENT DESIGN AND EXECUTION OF COURSEWORK: Currently, the Army is developing an FA 40 Coursework Plan. FA 40 candidates will require space training in Colorado Springs under SMDBL purview and completion of the CGSC Officer Course, with the 3Y CGSC space electives. Given this student condition, it is envisioned that a segment of the FA 40 education should occur at the Command and General Staff College to properly "green" future FA 40's. CGSC FA 40 Space Coursework should not exceed two weeks at CGSC. The network and information technology support is the same as stated in the previous subtask. This task will require both SMDBL & BCBL coordination/support.

8.4.2 DESIGN AND DEVELOP A REVISED COURSEWORK PLAN: The Coursework Plan shall include a detailed laydown of the recommended program of instruction, support materials, procedures, and maintenance oversight. Section 8.1 technology considerations are encouraged, if feasible.

8.4.3 PROVIDE ESTIMATED RESOURCES REQUIRED TO EXECUTE COURSEWORK: The resource requirements shall include manpower requirements for course preparation, course instruction, technology support, procedures implementation, software licenses, and maintenance support.

8.5 SUBTASK 4: SPACE TRAINING, EDUCATION AND LEADERSHIP DEVELOPMENT
ARMY WAR COLLEGE SPACE COURSEWORK SUPPORT: The Contractor shall:

8.5.1 REVIEW AND EVALUATE THE CURRENT DESIGN AND EXECUTION OF COURSEWORK: Review the existing Army War College Space Coursework... For this subtask assume time allocation unchanged and technology support to improve.

8.5.2 DESIGN AND DEVELOP A REVISED COURSEWORK PLAN: The Coursework Plan shall include a detailed laydown of the recommended programs of instruction, support materials, procedures, and maintenance oversight. Section 8.1 technology considerations are encouraged, if feasible.

8.5.3 PROVIDE ESTIMATED RESOURCES REQUIRED TO EXECUTE COURSEWORK: The resource requirements shall include manpower requirements for course preparation, course instruction, technology support, procedures implementation, software licenses, and maintenance support.

8.6 SUBTASK 5: SPACE TRAINING, EDUCATION AND LEADERSHIP DEVELOPMENT
SENIOR EXECUTIVE LEVEL SPACE COURSE. The Contractor shall:

8.6.1 REVIEW AND EVALUATE THE CURRENT DESIGN AND EXECUTION OF COURSEWORK: Currently, quality Senior Executive Level Space Coursework does not exist. (O-6 Combat Arms and above target audience). For this subtask, the contractor shall design the coursework for less than one day and shall be exportable with an instructor TDY to the Senior Executive duty station. Separate secret and TS/SCI coursework shall be developed. Assume state of art laptops and media support equipment are available to the instructor, both at home station and for TDY training.

8.6.2 DESIGN AND DEVELOP A REVISED COURSEWORK PLAN: The Coursework Plan shall include a detailed laydown of the recommended programs of instruction, support materials, procedures, and maintenance oversight. Section 8.1 technology considerations are encouraged, if feasible.

8.6.3 PROVIDE ESTIMATED RESOURCES REQUIRED TO EXECUTE COURSEWORK: The resource requirements shall include manpower requirements for course preparation, course instruction, technology support, procedures implementation, software licenses, and maintenance support.

8.7 SECURITY CLEARANCES: TOP SECRET clearances are required for contractor personnel involved in this Task Order

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8.8 TECHNICAL REPRESENTATIVES- The technical representative for this task order is LTC Command and Control, 913-555-1234.

9.0 GOVERNMENT ESTIMATED LEVEL OF EFFORT. Not addressed in this sample task.

10. DELIVERABLES OR PERFORMANCE REQUIREMENTS. (The following addressees shall be in addition to those set forth in the basic CDRL listed in the contract)

<u>CDRL</u>	<u>DELIVERABLES</u>	<u>SUBMISSION/ DATE**</u>
AXXX	Task Order Plan (TOP)	BCBL
AXXX	Monthly Performance and Cost Report	BCBL
AXXX	Quarterly Status Reports	BCBL
AXXX	COMMAND AND GENERAL STAFF COLLEGE SPACE COURSEWORK:	BCBL
AXXX	FUTURE FA40 CGSC SPACE COURSEWORK SUPPORT:	SMDBL/BCBL
AXXX	ARMY WAR COLLEGE SPACE COURSEWORK SUPPORT	BCBL
AXXX	SENIOR EXECUTIVE LEVEL SPACE COURSEWORK	BCBL

** Deliverables with the exception of the TOP, Quarterly Status Reports, and Monthly Performance and Cost Reports, shall be provided in hard copy and automated media. Software versions shall be compatible with those of the MS Office Group employed within the BCBL.